

I want to thank you for your order for my Penmanship Kit, and your remittance of \$3.95.

The complete Kit, including all small letters, figures, plain business capitals, and Ornamental Capitals, and steel stylus were mailed to you to-day.

Your Kit contains instructions for using same, printed on inside container. I consider those instructions sufficient, but I want to make them as clear as I possibly can:

- (1) Never use ink when tracing the grooved letters with the steel stylus, and never get ink on the stylus or in the grooves at any time. Hold the stylus slightly more upright or vertical than you hold a pen when writing.
- (2) Only practice on one card-board plate each day, regardless of time you may have to practice--then take up next plate the following day, and continue in this way until all the plates are completed. Do not jump around from one plate to another, but take them up alphabetically in proper order, and practice carefully and systematically. Do not try to go fast when tracing the letter--just slowly and carefully, and see that the point of the stylus follows in the groove of the letter, and silently, in you mind, repeat the letter over and over as you make it. Do not practice on the six long plates of Ornamental Capitals until you have practiced with the balance of the set for at least ten or 15 days, then take them up alphabetically and practice for 3 days on each plate, and keep going over each plate.
- (3) Alternate back and forth from the tracing to making same letters with pen and ink (Fountain pen can be used) on good foolscap paper--at least a dozen times on each letter, both with tracing and with pen and ink. Keep all practice sheets in order in which you write them, and refer to them and see how you are progressing.

Write the copy I am sending you, "Make a Note of Your Improvement", and after practicing about 12 or 15 days, write same copy again and send it to me, and perhaps I can give you some valuable instructions at that time. Won't you please send me the names of any persons you know whose penmanship is poor? I will pay you a commission of 20% of all money I get from such persons.

Sincerely yours,

C. J. Ozment.

CJO-M

(2) Use best materials you can purchase at all times. Do not attempt to economize on your writing supplies--NEVER. Purchase best, smooth paper you can buy, also purchase best ink you can find, such as Parker's Quink, Permanent Royal Blue--118, CC.

(3) See that you have a desk or table just the right height--not too low and not too high, and a comfortable chair. Sit so that your right arm and elbow rest on the table or desk, and let your left knee press firmly against the desk or table leg--it acts as a kind of bracer, especially if you are nervous, and steadies you. Don't hold pen too tight--just loosely, and let only the tip of your little finger and possibly the ring finger drag easily and smoothly on the paper. Always practice with grooved letters before using pen, as that seems to steady the hand and give one confidence.

(4) If you use a fountain pen, see that it makes a very fine, hair line, and is flexible so you can shade the letters if you desire. Go to a pen store or counter and tell them what you want and they will insert one to suit you. If you have no fountain pen, ask for pen that makes fine line and is very flexible. If you can not find any, I will furnish them for \$1. per doz.--very fine pens.

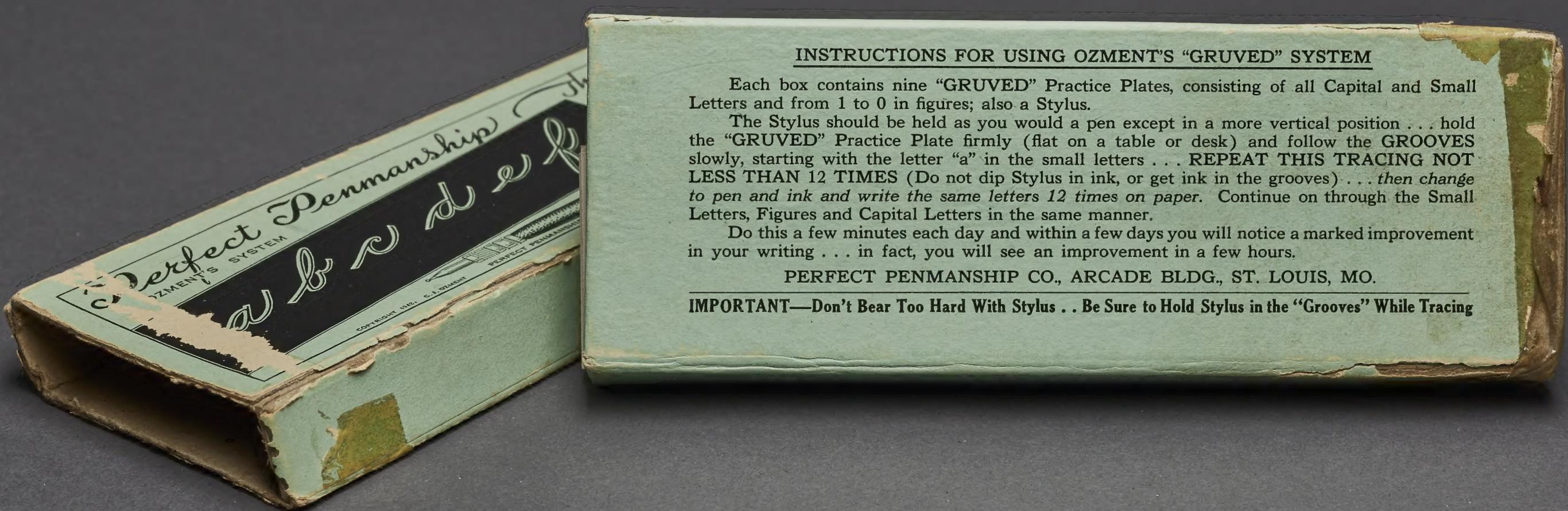
(5) Learn to make your writing lines PERFECTLY STRAIGHT. Before you begin writing, make three tiny, small dots at beginning, middle and end of line straight across paper,--do this for only a short time and you can then discontinue the small dots. THIS ALONE SHOULD ADD 15% TO THE APPEARANCE OF YOUR PENMANSHIP--ALMOST INSTANTLY.

(6) Practice a few moments each day on "a-c-e-i-m-n-o-r-s-u-v-w-x"--make them on a straight line and all of a uniform height. Also practice making "b-h-k-l" of uniform equal height.

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By C. J. Ozment
St. Louis, Mo.





INSTRUCTIONS FOR USING OZMENT'S "GRUVED" SYSTEM

Each box contains nine "GRUVED" Practice Plates, consisting of all Capital and Small Letters and from 1 to 0 in figures; also a Stylus.

The Stylus should be held as you would a pen except in a more vertical position . . . hold the "GRUVED" Practice Plate firmly (flat on a table or desk) and follow the GROOVES slowly, starting with the letter "a" in the small letters . . . REPEAT THIS TRACING NOT LESS THAN 12 TIMES (Do not dip Stylus in ink, or get ink in the grooves) . . . then change to pen and ink and write the same letters 12 times on paper. Continue on through the Small Letters, Figures and Capital Letters in the same manner.

Do this a few minutes each day and within a few days you will notice a marked improvement in your writing . . . in fact, you will see an improvement in a few hours.

PERFECT PENMANSHIP CO., ARCADE BLDG., ST. LOUIS, MO.

IMPORTANT—Don't Bear Too Hard With Stylus . . . Be Sure to Hold Stylus in the "Grooves" While Tracing

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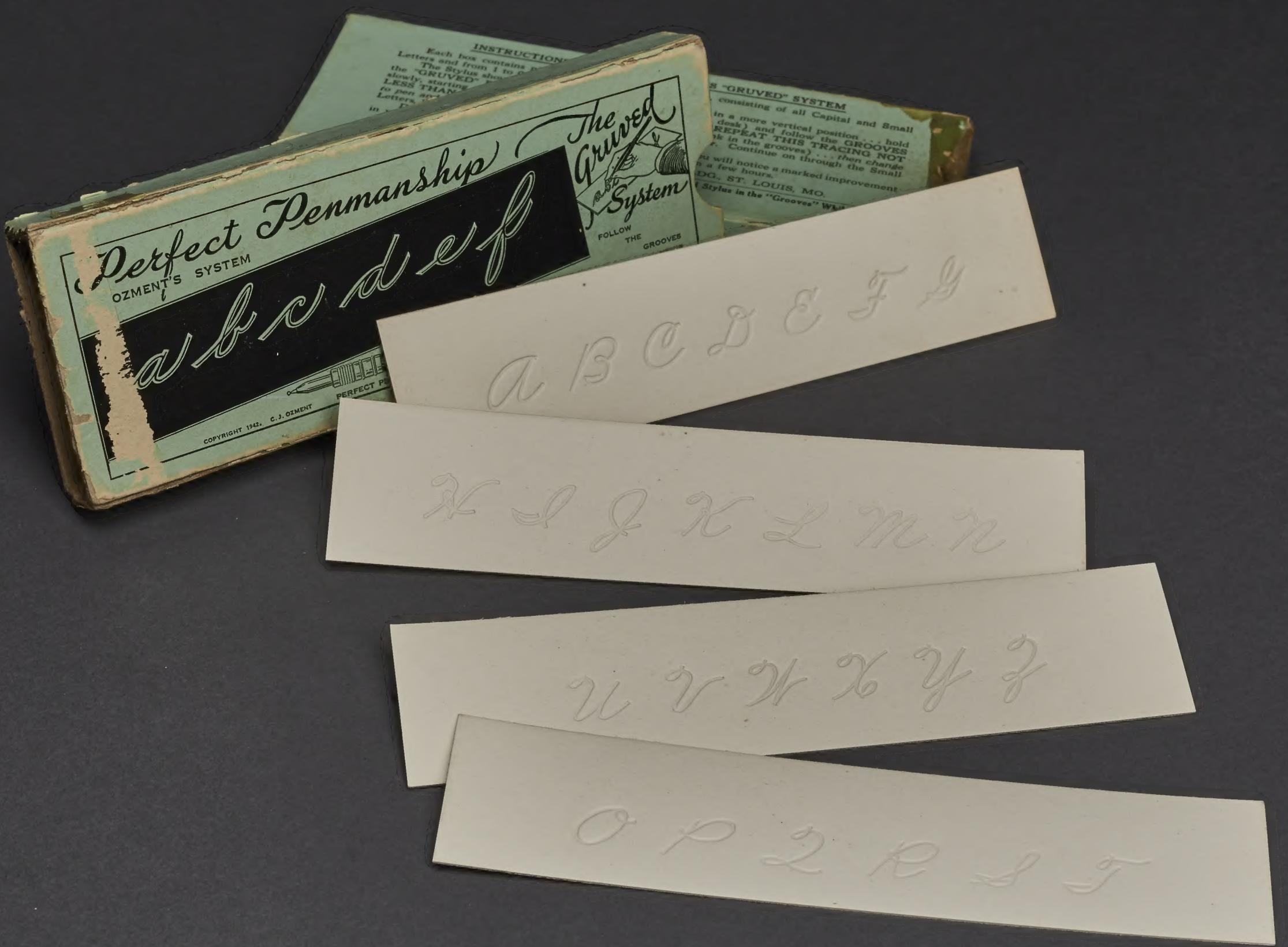
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a B C D E F G

R. J. R. L. M. N.

Opp. 10

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